United Nations ST/IC/1998/67

Secretariat

13 October 1998

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **1999 Language Proficiency Examinations**

1. The purpose of the present circular is to advise staff members of the registration dates and schedules for the two sessions of the United Nations language proficiency examinations to be held in 1999 in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) in order to confirm the written and spoken knowledge of the languages and to qualify for language-related incentives.

2. The 1999 language proficiency examinations and their respective registration dates are as follows:

First session	Tuesday and Wednesday, 26 and 27 January
Registration, first session	Monday to Friday, 11 January to 22 January 1999
Second session	Tuesday and Wednesday, 25 and 26 May
Registration, second session	Monday to Friday, 3 to 14 May 1999

Those who wish to take the examination in January or May 1999 may register with the Staff Development and Learning Service in room S-606 (ext. 3-7056) between 1 and 3 p.m. on the above registration dates. The language proficiency examination form should be filled out for each language examination requested at the time of registration.

3. The language proficiency examinations consist of a written part and an oral part. The schedules for the January and May 1999 written examinations are as follows:

(a) First session

Tuesday, 26 January 1999

English	9 a.m. to 12.30 p.m.
Chinese	2 p.m. to 5.30 p.m.
Russian	2 p.m. to 5.30 p.m.

* Expiration date of the present information circular: 31 December 1999.

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Wednesday, 27 January 1999

French	9 a.m. to 12.30 p.m.
Arabic	2 p.m. to 5.30 p.m.
Spanish	2 p.m. to 5.30 p.m.

(b) Second session

Tuesday, 25 May 1999

English	9 a.m. to 12.30 p.m.
Chinese	2 p.m. to 5.30 p.m.
Russian	2 p.m. to 5.30 p.m.

Wednesday, 26 May 1999

French	9 a.m. to 12.30 p.m.
Arabic	2 p.m. to 5.30 p.m.
Spanish	2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the written examination time in order to allow for check-in procedures.

4. The number of the conference room in which each examination will be held will be posted in the Secretariat building on the fourth, fifth and sixth floor bulletin boards and on those in the DC1, DC2, and DC3 buildings. Candidates should check the bulletin boards, as individual notices are not sent for the written examinations.

5. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of their registration.

6. Copies of sample examinations can be obtained in room S-606.

7. Candidates will receive written notification of their examination results by mid-April 1999 for the first session in January, and by the end of July 1999 for the second session in May. No results will be available prior to official notice.

8. Pending issuance of a new administrative instruction on the rules and procedures governing language proficiency examinations and language incentives, staff members are requested to consult administrative instruction ST/AI/207 of 23 December 1971 and information circular ST/IC/1997/23 of 8 April 1997, copies of which can be obtained in room S-606.